



# Plattsburgh, New York

Randal J. Stone  
Assistant Chief

Plattsburgh Fire Department  
65 Cornelia Street  
Plattsburgh, NY 12901  
Tel: 518-561-5965  
Fax: 518-561-8236  
astoner@cityofplattsburgh-ny.gov

## MEMO

**TO:** Mayor Donald Kasprzak  
Members of the Common Council

**FROM:** Assistant Fire Chief, Randal Stone

**DATE:** June 21, 2012

**RE:** Fire and Ambulance Responses

For this week's period: Thursday, June 14, 2012 to Wednesday, June 20, 2012  
our Department has responded to the following:

<b>Fire Calls</b>	24
	1 building fire
	5 system activations
	12 EMS assist
	1 cooking fire
	1 chimney fire
	1 rescue
	1 smoke/odor removal
	1 excessive heat/scorch
	1 knox key assistance
<b>Ambulance Calls</b>	53
<b>Mutual Aid by CVPH</b>	8

# BUILDING INSPECTOR'S COMPLAINT REPORT: 6/19/12

DATE	STREET #	STREET NAME	COMPLAINT	INSP	INSPECTION REPORT	CORRECTION	DATE OF CORRECTION
5/4/2012	93	LAFAYETTE ST	PROPERTY MAINTENANCE	JM	VIOLATION NOTICE ISSUED	CORRECTED	5/18/12
5/25/2012	200	MARGARET ST	GARBAGE	JM	VIOLATION NOTICE ISSUED	CORRECTED	6/6/12
6/1/2012	131	BROAD ST	NO SMOKE DETECTORS AND OTHER MISCELLANEOUS ISSUES	CB		CORRECTIVE ACTION IN PROCESS	
6/13/2012	13	COUCH ST	UNREGISTERED VEHICLE	CB		CORRECTIVE ACTION IN PROCESS	
6/13/2012	41	CITY HALL PL	WINDOWS ARE A BAD FIRST IMPRESSION		FORWARDED TO KEITH HERKALO	CORRECTED	6/14/12
6/13/2012	4963	SOUTH CATHERINE ST	PLUMBING CONTRACTOR SIGN ON PRIVATE PROPERTY	KB		CORRECTIVE ACTION IN PROCESS	
6/13/2012	7	PALMER ST	SHED IS FALLING DOWN, NOT VISIBLE FROM STREET	JM		CORRECTIVE ACTION IN PROCESS	
6/19/2012	28	KENNEDY AVE	OVERGROWN LOT	CB		CORRECTIVE ACTION IN PROCESS	

# CITY OF PLATTSBURGH, NY

## STATEMENT OF CASH RECEIPTS

### Department of Public Library

The undersigned hereby certifies that the following is a complete statement of all monies payable to the City of Plattsburgh received by the above mentioned department, or by the undersigned, during the period beginning May 30, 2012 and ending on June 5, 2012 inclusive.

Purpose for which Received		Amount
6124-2450	Commissions	-
6126-2613	Overdue Charges	229.44
6126-2650	Sale of Scrap	-
6126-2655	Minor Sales	177.08
6127-2690	Lost/Damaged Property	39.00
6127-2701	Refund Prior Year Expense	-
6127-2705	Gifts and Donations	-
6127-2755	Trust Fund Income	-
6227-2760	CEF Library System	-
6227-2770	Local Grants	-
6330-3840	State Library Aid	-
6330-3842	State Aid	-
6440-4090	Federal Aid	-
General		445.52
Sales Tax @ 8.0% (Minor Sales - Supplies Only) T&A		6.12
TOTAL		451.64

Dated, Plattsburgh, NY June 7, 2012

Signed by Jamie A. Parrotte, Administrative Assistant

Received of Jamie A. Parrotte the aforesaid amount of:  
Four hundred fifty-one and 64/100 dollars this 7th day of June 2012.

R. Marks  
Richard A. Marks, City Chamberlain

GET IT ON  
CITY OF PLATTSBURGH 1000  
AT JCB LANE'S CASH  
Date & Time : 06/07/12 14:52  
Paymnt : \$ 445.52  
Receipt #: 1214506  
Check/Credit Card #: 0000000000000000  
Clerk : 1214506  
Paid by : 1214506



# Plattsburgh, New York

**Building and Zoning Department**  
41 City Hall Place  
Plattsburgh, New York 12901  
Ph: (518) 563-7707  
Fax: (518) 563-6426

June 19, 2012

Honorable Mayor Donald Kasprzak  
Members of the Common Council  
City Clerk  
41 City Hall Place  
Plattsburgh, NY 12901

Dear Mayor, Councilors and City Clerk:

Please be advised that the Zoning Board of Appeals held a Public Hearing on June 18, 2012,  
at 7:00 PM in the Common Council Chambers to hear:

**APPEAL**

**APPLICANT**

**REQUEST**

1934

DEREK BECHARD  
40 SOUTH PLATT STREET

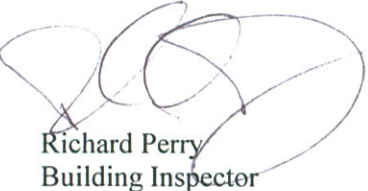
CLASS B VARIANCE  
TO CONSTRUCT AN ACCESSORY  
DETACHED GARAGE WHICH  
EXCEEDS THE ALLOWED HEIGHT  
OF 12 FEET

**GRANTED**

1935

MATTHEW AND SHALLEN WELLS BRUNET  
1 ERIN AVENUE

CLASS B VARIANCE  
TO ERECT A 6 FOOT HIGH  
FENCE WITHIN THE FRONT YARD  
**GRANTED**

  
Richard Perry  
Building Inspector

RP/dj





# Plattsburgh, New York

Kevin R. Farrington, P.E.  
City Engineer

Engineering & Planning Dept.  
41 City Hall Place  
Plattsburgh, New York 12901  
518-563-7730  
Fax: 518-563-3645

June 21, 2012

Mayor Donald Kasprzak  
And  
Members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

**Ref: Request for Permission for Mayor  
To Sign Architectural, Landscape &  
Engineering Agreement with  
AES Northeast, PLLC,  
Contract #2012-14**

Dear Mayor & Councilors:

It is requested that the Common Council authorize the Mayor to sign a Design Service Agreement with **AES Northeast, PLLC, 10-12 City Hall Place, Plattsburgh, NY 12901** for design services associated with the City Beach Entrance Sign and Hardscape Improvements. The cost associated with this service is **\$5,900.00** and will not be increased without prior Common Council approval.

Very truly yours,

Kevin R. Farrington, P. E.  
City Engineer

KRF/dn

Encl.

CC: City Chamberlain  
Steve Peters, Supt. Recreation



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## PROPOSAL

June 5, 2012

Mr. Kevin Farrington, P.E.  
City Engineer  
41 City Hall Place  
Plattsburgh, NY 12901

**Re: City Beach Entrance Improvements Project  
AES #P2012086**

Dear Mr. Farrington:

Thank you for requesting our proposal to provide design services in connection with the above referenced project. We hereby offer to perform the work as follows.

### **BASIC SERVICES**

1. We will prepare a topographic survey of the subject site. The survey area will cover the strip of land approximately 50 feet each side of the beach entrance road from the edge of pavement of the Cumberland Head Road south along the beach entrance road to approximately 50 feet past the beach entrance gate (approximately 400 linear feet). The topographic survey will show contour lines at the one foot interval; hardscape features; trees (with dbh and species labeled); lawn areas; above grade structures; below grade utilities (to the extent that they can be determined from above grade structures); the spot elevation (to +/- 0.02') of each survey shot taken will be kept on a frozen CADD layer.
2. We will design a landscaped island entry feature for installation at the north side of the existing entrance gate. We will provide up to three schematic (illustrative) sketches of the island feature for you to choose from before we proceed to final design of this feature.
3. We will design an overhead banner type sign for installation above the existing entrance gate. We will provide up to three schematic (illustrative) sketches of the overhead sign feature for you to choose from before we proceed to final design of this feature.
4. We will design a landscape feature (low shrubbery) around the new digital sign that is to replace the existing sign at the southeast corner of the intersection of Cumberland Head Road and the beach entrance road. (The design and placement of the digital sign will be by others).
5. The final deliverables for the project will include drawings and specifications in electronic format plus two (2) sets of hard copies. Additional documents and copies, as needed for bidding, etc., will be prepared by the owner.
6. MEETINGS. In addition to usual phone calls and email correspondence, we will attend the following meetings with you or your designated representatives:
  - Initial Start-up meeting to view the site and design parameters.
  - 85% completion of plans meeting to review the progress of the plans prior to finalization.

*Page 1 of 2*

## SCHEDULE

- |  |               |   |               |
|--|---------------|---|---------------|
| • Survey and Schematic Design Phase:               | June 18, 2012 | - | July 9, 2012  |
| • Final Design Phase:                              | July 10, 2012 | - | July 23, 2012 |
| • Delivery of plans, specifications, and bid docs: | July 23, 2012 | - | July 27, 2012 |

## FEES

To perform the basic services listed above, we estimate our fee as follows:

- One Lump sum of \$5,900.00

## ADDITIONAL SERVICES

Additional services and any other services not included in the Basic Services set forth above would be paid on a time and materials basis invoiced at our regular billing rates, or paid pursuant to a mutually acceptable amendment to our agreement.

Should you find this proposal acceptable, please contact me and we will send you a Standard Form of Agreement, or you may send us your Standard Form for our review. This proposal shall remain open for 30 days.

Again, thank you for the opportunity to provide this proposal. We look forward to working with you once again.

Respectfully submitted,

  
Scott B. Allen, L.S.

c: Mr. Patrick McLean, ASLA, CLARB, CPSI  
Associate Landscape Architect / Project Manager  
ISA Arborist, Irrigation  
Stantec Consulting Services, Inc.



**Plattsburgh Police Department**

45 Pine Street

**Plattsburgh, New York**

518-563-3411

518-566-9000 (FAX)

DESMOND J. RACICOT  
Chief of Police

June 6, 2012

Mayor Donald M. Kasprzak  
And members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

Gentlemen:

I respectfully request your approval for a Police Officer to travel to Poughkeepsie, NY for "Department of Criminal Justice Services SFST Instructor Training" from July 22, 2012 to July 26, 2012. The cost of the travel will not exceed \$660.00 and will be paid out of asset forfeiture (TREASURY) funds.

Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

Chief Desmond J. Racicot  
Plattsburgh Police Department

DJR/hls





## TRAVEL REQUEST AUTHORIZATION

TO: DEPARTMENT LIAISON COUNCILOR

Permission is hereby requested for: \_\_\_\_\_

Employee Name(s) \_\_\_\_\_

Of Police Department to travel to Dutchess County, Poughkeepsie, NY  
Department Location

For SFST Instructor School

Conference/Seminar Name \_\_\_\_\_

On 7/22/12 - 7/26/12 8hr Days / 4hr travel  
Date (include travel days) Hours (include travel days)

PLEASE ATTACH PROGRAM AND OTHER LITERATURE, AND BACK UP FOR COSTS.

### ESTIMATED COSTS:

Mileage/gas 0

Hotel \$99.<sup>00</sup> - 396 -

Meals \$66.<sup>00</sup> - 264 -

Registration 0

Other \_\_\_\_\_

PERSONNEL COST (REPLACEMENT, OVERTIME) \_\_\_\_\_

TOTAL 660 -

Department budget code to be expended \_\_\_\_\_

Date \_\_\_\_\_

Department Head [Signature]

### AUTHORIZATION:

Pursuant to the authority granted me under The City of Plattsburgh Common Council Resolution dated \_\_\_\_\_, I do hereby authorize the above travel as requested.

Date: \_\_\_\_\_

\_\_\_\_\_  
Councilor/Dept liaison

\_\_\_\_\_  
Mayor

Note: This authorization and supporting receipts must be attached to the travel voucher claiming reimbursement or expenses per CC resolution dated February 1989.



# Plattsburgh, New York

Derek J. Rosenbaum  
Sole Assessor

Office of Assessment  
41 City Hall Place  
Plattsburgh, NY 12901  
518 563-7708 office  
518 563-6684 fax  
[rosenbaumd@cityofplattsburgh-ny.go](mailto:rosenbaumd@cityofplattsburgh-ny.go)

June 19, 2012

Mayor Kasprzak  
And Members of the Common Council  
41 City Hall Place  
Plattsburgh, NY 12901

Mr. Mayor and Councilors:

I request your approval to travel and complete an Assessor's continuing education course in order to expand my knowledge base of pertinent assessment topics, so that I may more effectively execute my duties as the Assessor. This course is required for NYS Assessor Certification prior to February 2013. The purpose is to attend the training entitled "Fundamentals of Mass Appraisal" being held in Ithaca, NY, from July 16, 2012 to July 20, 2012. The cost will not exceed \$1,595 which should be paid out of Training and Education, Vehicle Supplies, and Mileage Expense accounts.

Thank you for your consideration in this matter. If you have any questions or should you require additional information, please feel free to contact me.

Sincerely,

Derek Rosenbaum  
Sole Assessor

Sole

**SEMINAR ON APPRAISING APPLICATION**  
**CORNELL UNIVERSITY - ITHACA, N.Y. - JULY 16 THROUGH JULY 20, 2012**  
**Enrollment is Limited**

**TUITION:** (check appropriate one)

**5 DAY COURSE**

\_\_\_ \$450.00 for members of the I.A.O.  
☒ \$470.00 for members of the N.Y.S.A.A.  
\_\_\_ \$520.00 for nonmembers of the N.Y.S.A.A.

**4 DAY OR TWO 2 DAY COURSES**

\_\_\_ \$380.00 for members of the I.A.O.  
\_\_\_ \$400.00 for members of the N.Y.S.A.A.  
\_\_\_ \$450.00 for nonmembers of the N.Y.S.A.A.

**SINGLE 2 DAY COURSE**

\_\_\_ \$240.00 for members of the I.A.O.  
\_\_\_ \$260.00 for members of the N.Y.S.A.A.  
\_\_\_ \$290.00 for nonmembers of the N.Y.S.A.A.

**Text Book Required for Courses 1 & 2**

*The Appraisal of Real Estate, Twelfth Edition* Appraisal Institute (2001)  
*The Appraisal of Real Estate Textbook* \$55.00 \_\_\_

(\*\* COURSES REQUIRED FOR BASIC CERTIFICATION)

**COURSES (5 DAY):**

1. \_\_\_ Appraisal Principles and Procedures \*\*
2. \_\_\_ Application of the Three Approaches to Value \*\*
3. \_\_\_ IAO - 1
4. ☒ IAAO Course 300 Fundamentals of Mass Appraisal \*\*

Text Book Recommended for IAAO #300

*Mass Appraisal for Real Property, IAAO 2011 Textbook* \$55.00 ☒

**COURSE (4 DAY):**

5. \_\_\_ Cost & Modeling Using Excel and V4

**COURSES (2DAY):**

**Monday - Tuesday**

6. \_\_\_ Gas Well & Gas Lease Valuation (Hydro-Fracking)
7. \_\_\_ Cell Tower Valuation
8. \_\_\_ Waterfront Valuation

**Wednesday - Thursday**

9. \_\_\_ Conformity of Data Collection
10. \_\_\_ How to Construct a Public Presentation
11. \_\_\_ Big Box Store Valuation

**FULL PAYMENT or completed ready for signature voucher must accompany this application.**

PRINT, TYPE, OR ATTACH BUSINESS CARD:

Name (first) Derek (middle initial) J (last) Rosenbaum (designation) Certified General Appraiser  
Title Sole Assessor Municipality/Company City of Plattsburgh  
Mailing Address 41 City Hall Place  
City Plattsburgh State NY Zip 12901  
Office Phone (518) 563-7708 Home Phone (518) 578-8159 Fax # (518) 563-6684  
E-mail Address rosenbaumd@cityofplattsburgh-ny.gov

Make Checks Payable to: New York State Assessors' Association

Mail to: N.Y.S.A.A., Thomas Frey, IAO, Executive Director

P.O. Box 888, Middletown, N.Y., 10940 Phone: 845-344-0292 Fax: 845-342-2668 Email: nysaa@nyassessor.com



### **#3 IAO-1 Assessment Methodologies & Techniques**

Instructors: Cathy Conklin, IAO and Andrea Nilon, IAO

Classroom Location – Ramada Conference Center

This course is designed to reinforce assessment administration requirements and appraisal concepts and process for assessors. Students will experience an intense review of legal and calendar administrative requirements for preparing assessment rolls. Students will be provided with appraisal principles and procedures, particularly as they apply to the assessment process. Students will be expected to complete a thorough commercial appraisal problem in conjunction with the comprehensive review of the three approaches to value.

**Instructor: Cathy L. Conklin, IAO** has been the Assessor for the Town of Clarkstown since 2002, having been hired as their Supervising Real Property Appraiser in 1989. Her prior professional experience includes many years with major firms in the revaluation contracting business and several years with a County Real Property Tax Service office. Cathy earned her IAO designation in 1989, and has extensive experience as an instructor at the NYSAA Annual Seminar, Annual Conference, and One-Day Seminars. She has been an IAO Trustee since 1994 and currently serves as the Chairman.

**Instructor: Andrea Nilon, FIAO** serves as Assessor for the Town of Hamptonburgh. She earned her IAO designation in 1983 and recognized as a Fellow in 2008. She also completed a Masters in Public Administration from Marist in 2007. She has many years of experience as an instructor for the NYSAA on a wide variety of Assessment topics at both the Cornell Conference and Annual Seminar. Andrea is a Past President of the NYSAA and NRAAO, Editor of the IAO Journal, and has served the Association in many capacities.

### **#4 Fundamentals of Mass Appraisal, IAAO Course #300**

**(28 hours of DOS CE Credit Approved)**

Instructor: Thomas Frey, IAO, RES, AAS

Classroom location – Ramada Conference Center

This course provides an introduction to mass appraisal and is a prerequisite for the 300 series of courses offered by the IAAO. Topics covered include single-property appraisal versus mass appraisal, components of a mass appraisal system, data requirements and analysis, introduction to statistics, use of assessment ratio studies in mass appraisal, modeling of the three approaches to value, and selection of a mass appraisal system.

**Instructor: Thomas Frey, IAO, RES, AAS** is President of Frey Appraisal & Consulting Services, Inc. of Middletown, NY. He is also the Executive Director for the New York State Assessors' Association and the Institute of Assessing Officers. Mr. Frey has served as the Treasurer of both institutions and is Past President of the NYSAA. Tom retired after almost 30 years as an Assessor in New York State. He has instructed at the Cornell University Seminar and instructed a number of One-day Seminars, as well as the Annual Conference. He is also a New York State General Certified Appraiser and approved instructor for the IAAO, New York Department of State and Office of Real Property Services. Tom is a National AQB Certified USPAP Instructor for The Appraisal Foundation and has received the RES (Residential Evaluation Specialist) and AAS (Assessment Administration Specialist) designations from the IAAO.